

HORICON FREE PUBLIC LIBRARY BY-LAWS

COMMUNITY BASED LONG RANGE PLAN OF SERVICE:

(changed to **Mission Statement** 10/7/2019)

The Horicon Free Public Library exists to provide quality service to the residents of the Town of Horicon located in Warren County, NY in an open and non-judgmental environment with free access to library materials in a variety of formats.

PREAMBLE: The Board of Trustees of the Horicon Free Public Library, (hereafter designated as the "Board"), a corporation created by a charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York dated July 3rd 1984, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following by-laws.

BYLAWS: The name of the organization shall be the Horicon Free Public Library

The purpose of the organization is to provide superior library service to the residents of the communities of the Town of Horicon, NY

The fiscal year of the library shall be January 1 -
December 31

The library shall be governed by a Board of Trustees. The Board shall consist of five (5) members, approved by the Board and appointed by the Town of Horicon for terms of five (5) years each, which can be extended upon vote of the full Board. Terms are staggered at one year intervals. Newly elected members will take office at the first meeting following the annual meeting.

(a. Eligibility for office shall be limited to adults residing within the geographical limits of the library district.

Amended 3/11/2019 - to be deleted.)

a. Absence from three consecutive meetings shall constitute dismissal from the Board unless the Board defers dismissal by majority vote.

b. Vacancies shall be filled by appointment by the remaining members of the Board for the remainder of the term of that particular Trustee.

c. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the library's educational purpose as provided in Education Law 226, subdivision 8.

d. Each Trustee shall have one vote, irrespective of office held.

e. A Trustee must be present at a meeting to

have his/her vote counted.

f. A majority of the whole Board (including vacancies) is required for any motion to pass. A majority shall consist of three (3) Trustees.

g. All actions of the Board shall be of the Board as a unit. No one Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

OFFICERS The officers of the Board shall be President, Vice-President, Secretary and Treasurer, and shall be elected annually by the Board at the annual meeting. These officers shall serve for a period of one year or until their successors shall have been duly elected.

a. The duties of such officers shall be as follows:

The **President** shall preside at all meetings of the Board, authorize calls for any special meetings, execute all documents authorized by the Board., and generally perform all duties associated with that office.

The President and other Board members shall attend the annual meeting of the Southern Adirondack Library System, hereafter called SALS, if possible.

The **Vice-President**, in the absence or disability of the President, or a vacancy in that office, shall assume and perform the duties and functions of the President.

The **Secretary** shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular meetings and special meetings and shall perform other duties as are generally associated with that office.

The **Treasurer** shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or disability of the Treasurer, his/her duties shall be performed by the President, as authorized signer on the Library's checking account.

DIRECTOR: The Director shall be hired by the Board and become the Chief Executive Officer of the library and shall have charge of the administration of the library under the directions and review of the Board. The Director shall be responsible for the care of the equipment in the library; for the employment and direction of staff (Clerk and volunteers); for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget.

The Director shall submit reports to the Board and recommend policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all

Board meetings but shall not have the right to vote thereon.

MEETINGS: Meetings shall be held the second Monday of the month at 9:30 am

a. A special meeting of the Board may be called at any time by the President or upon the request of three members for a specific purpose. No business may be transacted at such special meeting except the stated business. **** changed to the 3rd Monday of the month beginning in January 2020 adopted on 12/9/2019

b. The Annual Meeting shall be held at the end of regular business of the December meeting of the Board. Officers are to be elected. Officers and Trustees shall be sworn in by the Clerk of the Town Board.

c. The order of business for regular meetings shall include, but not be limited to the following:

- Call to Order
- Pledge of Allegiance
- Approval of prior meeting minutes
- Treasurer's report
- Director's report
- Old business
- New business
- Other business
- Public Expression
- Date for future Board meeting
- Adjournment

AMENDMENTS: Amendments to these bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. A simple majority of the whole Board (including vacancies) shall be sufficient for adoption of an amendment.

PROCEDURES: All procedures not specified herein shall be in accord with

Robert's Rules of Order.

REVISED AND APPROVED BY THE HORICON FREE PUBLIC LIBRARY
BOARD OF TRUSTEES **DATE: 5/13/2019**

